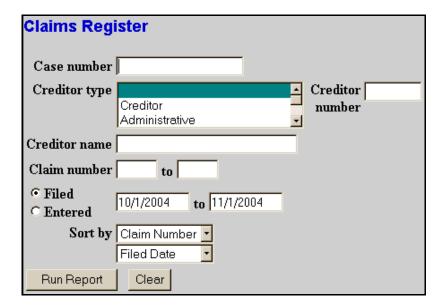
	5/01/05
CM/ECF	Chapter IV
	Queries and Reports
External User's Guide	Section 5
U.S. Bankruptcy Court, Southern District of Florida	Reports - Claims Register

This procedure demonstrates the steps to create a Claims Register report.

- STEP 1 Select **Reports** from the main menu.
- STEP 2 The **Reports Events** screen will display. Click **Claims Register**.
- STEP 3 The **PACER Login** screen will display. The user must enter their PACER login and password. Click **Login**.
- STEP 4 The **Claims Register** information screen will display.



- ♦ Case Number Enter the complete case number.
- ♦ Creditor type/Creditor number This field defaults to blank, which means <u>all</u> creditors will be included in the report. Select and highlight a type from the drop down list to limit the report. Note: Creditor number field, leave blank.
- Creditor name Enter the name or first letter (or series of letters) to limit the report. The field is not case sensitive.
- Claim number Enter a range of claim numbers to limit the report.

	5/01/02
CM/ECF	Chapter IV
	Queries and Reports
External User's Guide	Section 5
U.S. Bankruptcy Court, Southern District of Florida	Reports - Claims Register

- ♦ Filed/Entered The radio button for Filed is the default and it is recommended. Clicking on Entered will result in the report displaying the date each claim was filed.
- ♦ Sort by This field defaults to Claim Number and Filed Date. Click on the drop down list to review additional sort options.



Click on Run Report to generate the Claims Register or Clear to reset to system defaults.

STEP 5 The **Claims Register** screen will display.

Southern District of Florida Claims Register <u>04-10969-RAM John Smith</u> Judge Robert A Mark Debtor Name: SMITH,JOHN				
Claim No: <u>1</u>	Creditor Name: BankOne 2 Linch Lane Miami, FL 33130	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status: Late: N		
Claim Date: 10/24/2004	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:		
Class	Amount Claimed	Amount Allowed		
Unsecured	\$5300.00			
Total	\$5300.00			
Description:				
Remarks: ABC Collection Co.				

◆ The Case Number/Name is a hyperlink to the docket sheet, and the Claim Number is a hyperlink to the claim image.

	3/01/03	
CM/ECF	Chapter IV	
External User's Guide	Queries and Reports	
	Section 5	
U.S. Bankruptcy Court, Southern District of Florida	Reports - Claims Register	

♦ The Claims Register Summary will display at the bottom of the claims register and will contain claim amounts and totals of the claims selected.

Claims Register Summary Case Name: John Smith Case Number: 2004-10969-RAM Chapter: 7 Date Filed: 10/17/2004					
Total Number Of Claims: 1		Total Amount Claimed	Total Amount Allowed		
	Unsecured	\$5300.00			
	Secured				
	Priority				
	Unknown				
	Administrative				
	Total	\$5300.00			

CRITICAL ISSUE - Although claim amounts will be listed on the claims register, the user must verify actual dollar amounts and totals by viewing the imaged proof of claim.

STEP 6 To print the Claims Register, click on the Print icon in the browser's toolbar.